

**MDP ENROLLMENT CHECKLIST**  
Michigan Department of Health and Human Services  
Michigan Dental Program  
FY 2017

**Requirements for eligibility for Michigan Dental Program**

- Application (Completed and Signed)
- Proof of Income (**IF NONE**, complete Declaration of No Income Form)
- Insurance Status/Apply for Medicaid (**IF NONE**, complete Declaration of Insurance Eligibility Form)
- New Clients:** Proof of HIV Status with a copy of current labs (if available)  
**Renewing Clients:** Copy of current labs (with 6 months)
- Proof of Residency (**IF NONE**, complete Declaration of Residency Form)

The Michigan Department of Health and Human Services (MDHHS) does not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, genetic information, sex, sexual orientation, gender identity or expression, political beliefs or disability.

# MDP ENROLLMENT INSTRUCTIONS AND CHECKLIST AT-A-GLANCE

Michigan Department of Health and Human Services

FY 2017

1. **Application** – Completed and signed application
2. **Proof of Income** – Proof of income can be submitted in one or more of the following ways:
  - The most recent month pay stubs (a 4 week, 30 day period)
  - Social Security/Disability Award Letter (SSI or SSDI)
  - Tax forms from previous year
  - Unemployment benefits award letter
  - Corrections release papers with 30 days of release
  - Notarized statement from employer showing gross pay for 30 days
  - If NONE, complete Declaration of No Income Form
3. **Insurance Status:**
  - You must apply for Medicaid if you do not have private health insurance or Healthy Michigan Plan. MDP is the payer of the last resort and must show that all other payment options have been exhausted. If you are approved for Medicaid, you may have both Medicaid and MDP.
  - Copy of insurance card
  - **IF NONE**, complete Declaration of Insurance Ineligibility Form
4. **Proof of HIV Status/Lab Update:** To meet reporting requirements as a condition of grant funding, all MDP members are required to provide proof of their HIV+ status. For new MDP clients, HIV/RNA Viral Load: Must be detectable beyond the specific tests lowest reference range to be accepted as proof of HIV. If viral load is undetected, provide proof of HIV status and current labs. If lab reports are not yet available as described above, only the treating doctor's signature on the application is acceptable, with your lab results to follow within 30 days. For existing MDP clients, provide a copy of current labs within 6 months showing CD4 count and viral load (either detected or non-detected).
5. **Proof of Residency:**
  - Current State of Michigan identification card or Driver's License
  - Utility Bill in individual's name showing address
  - Benefit award letter with individual's name and address
  - Lease or mortgage in individual's name showing address
  - Voter registration
  - **IF NONE**, complete Declaration of Residency Form